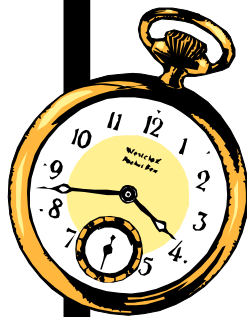


# ETAMS – Labor Training

for the

## *Labor Administrator*



ETAMS  
**LABOR COST  
DISTRIBUTION  
SYSTEM**

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*Tracking Time  
For  
The Bottom Line*

*If you need HELP with the ETAMS – Labor System*

FACILITY COORDINATOR: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: [LABOR.HELPDESK@gsa.gov](mailto:LABOR.HELPDESK@gsa.gov)

FEDdesk Labor Support: 816-823-4665

July, 2001



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## I. SYSTEM PREREQUISITES

The following procedures are completed, in the listed order, by the FEDdesk System Administrator (Labor Helpdesk in Kansas City) and the ETAMS Facility Coordinator before the Facility can use Labor.

### System Administrator Functions: How to Set Up a Facility to Use Labor

The FEDdesk System Administrator sets up Labor access for the Facility. These screens cannot be accessed at the Facility level. Shown here is the FEDdesk Facilities listing.

Agency	Region	Facility	Description	Labor Enabled	Labor Facility	Autoload Group	Fund Code	Time Zone
GS	R0	EM	Fedmulti ETAMS	No		(none)		Eastern
GS	R6	PM	Fedmulti PBS	Yes	PM	PBS	192X	Central
OM	R0	OM	Fedmulti OPM	Yes	OM	(none)		Mountain

From the FEDdesk Facilities listing, click on the Detail button to enter Labor settings.

Region	Facility	Description	Labor Enabled	Labor Facility	Autoload Group	Fund Code	Time Zone
R0	EM	Fedmulti ETAMS	No	(none)	(none)		Eastern

Agency:

Region:

Facility:

Time Zone:

Description:

Status:  
☒ Active  
☐ Inactive  
☐ New

TMR

TMR Budgets Enabled ☐

TMR Budget Facility

TMR Outside Agency ☐

Labor

Labor Enabled ☒

Labor Facility

Autoload Group

Fund Code

Default Cost Center Code

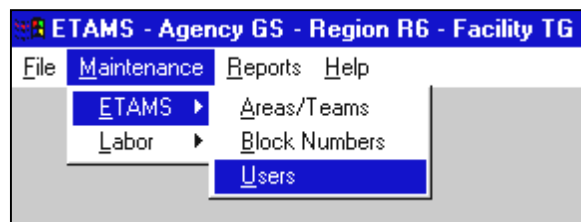
Default Function Code

Notice the ‘Labor’ fields on the right of the screen. Each Facility provides this information to the FEDdesk System Administrator for input. Here is a brief explanation of each of these fields:

1. Labor Enabled field must be set to ‘Yes’ for the Facility that is to use the Labor application.
2. Labor Facility can equal the current ETAMS Facility, or another ETAMS Facility. If an organization has more than one Facility and wishes to share the same Cost Centers and Functions, this value identifies the Master Cost Center Facility. This value will equal the current ETAMS Facility if this is the Master Facility, or if sharing is not used.
3. AutoLoad Group defines any editing or Cost Center/Function auto loading from Customer tables.
4. Fund Code identifies the default Fund Code (Appropriation Code) that appears in Cost Transfer accounting codes, if the Facility Labor data will be sent to the accounting system.
5. Default Cost Center Code is automatically entered as the Cost Center in a Labor Default whenever the Labor Default is not set up for an employee.
6. Default Function Code is automatically entered as the Function Code in a Labor Default whenever the Labor Default is not set up for an employee.

## Facility Coordinator Functions: How to Set Up a Labor Administrator

The ETAMS Facility Coordinator must set up the Labor Administrator(s) for the Facility. The reason for this is because the Facility Coordinator is normally the only FEDdesk User at the Facility level who has access to the ETAMS Users Table for creation and modification of UserIDs.



1. From the ETAMS Main Menu: Click on **Maintenance/ETAMS/Users**
2. Click on the desired User from the list displayed (highlight line)
3. Click on **ETAMS Permissions**

SSN	UserID	Name
444-44-4444	444444444	COLE, AL C
333-33-3333	333333333	DANDRIDGE, SIMONE W
111-11-1111	111111111	JONES, JOHN D

4. The Labor Administrator must have T&A Clerk, Certifier or Facility Coordinator authority. Base Users may not access or change the Labor tables. Depending on the person selected, the Labor Administrator may also be a Facility Coordinator with access to all Timecards in the Facility. To restrict access, the Labor Administrator may be set up as T&A Clerk for an empty Team or one with only their own Timecard.
5. Set the Labor field to 'Yes'.

Area	Signature	Labor
02	No	Yes

Area	Description
01	
03	
04	
05	
06	
07	

Note: Setting any one Labor field to 'Yes' gives 'Labor Administrator' access to the entire Facility and not to specific Areas and Teams.

## II. FACILITY REQUIREMENTS

After System Requirements are met to set up Labor for the Facility, the Labor Administrator must then create Labor tables for the Facility.

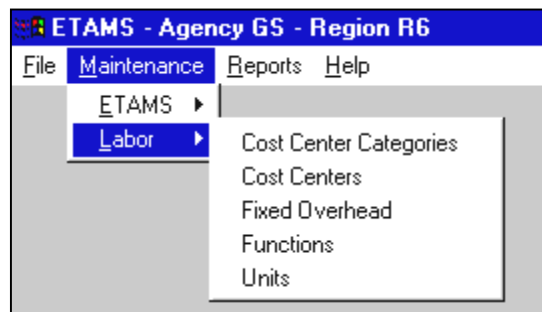
### Labor Administrator Functions: How to Set Up Facility Labor Tables

The Labor Administrator is the person at the Facility responsible for organizing, managing and maintaining Labor tables for the Facility. These tables:

- Cost Center Categories
- Cost Centers
- Functions
- Fixed Overhead
- Units

The following procedures are completed, in the listed order, by the Labor Administrator, prior to any other Labor Users logging in to perform Labor tasks.

Labor tables are set up from ETAMS Main Menu by selecting the *Maintenance/Labor* Menu.



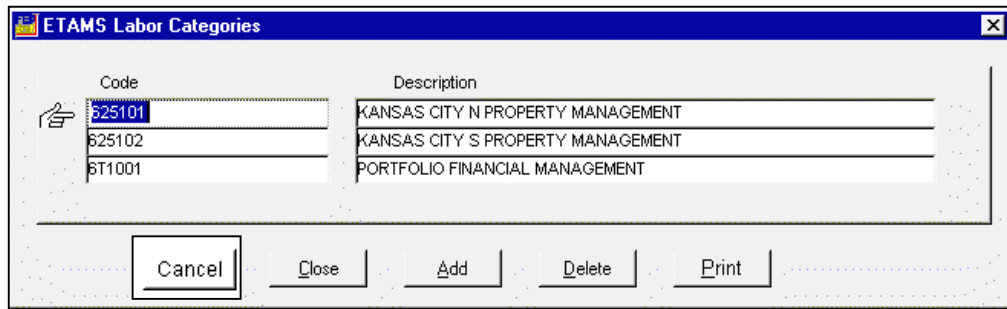
### Cost Center Categories

Note: 'Cost Centers' and 'Functions' are labels that may vary by Agency. The labels shown here are for example only.

Cost Center Categories are optional groupings that are used to classify Cost Centers for reporting purposes. The Cost Center Category can indicate a major program responsible for a number of Cost Centers or possibly a customer account. The Cost Center Category is not visible on the Labor screens and does not require the employee to identify the category when coding their time. It is passed to the data store where it can be used to group data or to query related data.

To Add Cost Center Categories:

1. From the ETAMS Main Menu, click on **Maintenance/Labor/Cost Center Categories**
2. Enter the Category Code (maximum 25 characters) and its associated Description.



The dialog box titled "ETAMS Labor Categories" contains two columns: "Code" and "Description". The "Code" column has three entries: 625101, 625102, and 6T1001. The "Description" column has three corresponding entries: KANSAS CITY N PROPERTY MANAGEMENT, KANSAS CITY S PROPERTY MANAGEMENT, and PORTFOLIO FINANCIAL MANAGEMENT. At the bottom, there are five buttons: Cancel, Close, Add, Delete, and Print.

Code	Description
625101	KANSAS CITY N PROPERTY MANAGEMENT
625102	KANSAS CITY S PROPERTY MANAGEMENT
6T1001	PORTFOLIO FINANCIAL MANAGEMENT

## Cost Center Codes

Note: Cost Center and Function labels may vary by Agency.

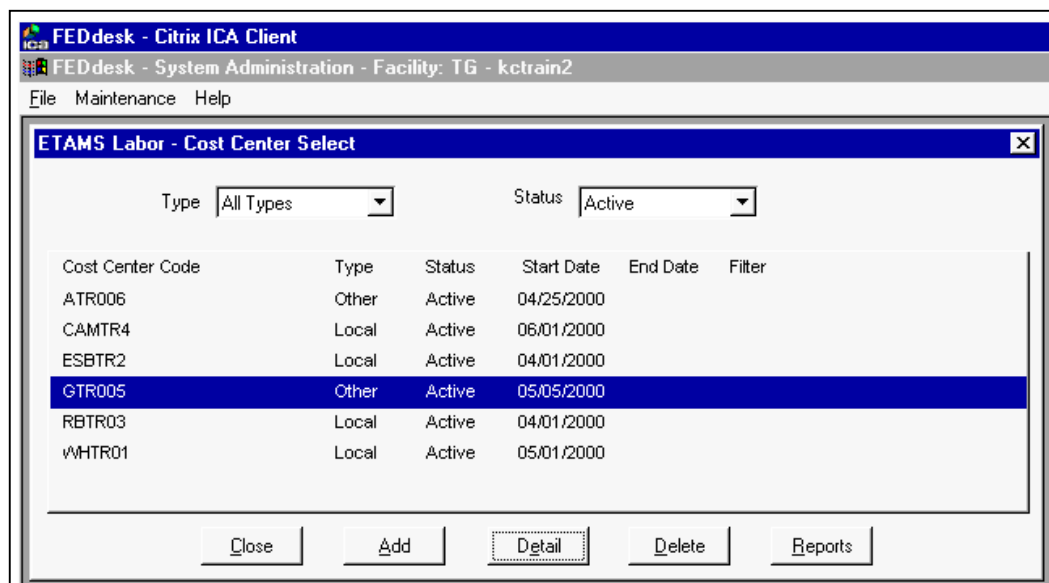
The Cost Center is the primary Labor code for categorizing work in an Organization. It can represent a long-term project that a number of people work on, it can identify the customer, or it can represent a true Cost Center for which financial data is accumulated and reported on.

To Add Cost Centers:

1. From the ETAMS Main Menu, click on the **Maintenance** menu.
2. Click on **Labor/Cost Centers**. The first screen to display is a list of all Cost Centers available to the Facility.

The select fields at the top allow you to display Cost Centers by Type and Status. Currently there are six (6) Cost Center Types.

3. Click on **Add** to display the Cost Center Detail screen



The dialog box titled "ETAMS Labor - Cost Center Select" is part of the "FEDdesk - Citrix ICA Client" application. It shows a list of Cost Centers with columns: Cost Center Code, Type, Status, Start Date, End Date, and Filter. The list includes ATR006, CAMTR4, ESBTR2, GTR005 (highlighted), RBTR03, and WHTR01. At the bottom, there are five buttons: Close, Add, Detail, Delete, and Reports.

Cost Center Code	Type	Status	Start Date	End Date	Filter
ATR006	Other	Active	04/25/2000		
CAMTR4	Local	Active	06/01/2000		
ESBTR2	Local	Active	04/01/2000		
GTR005	Other	Active	05/05/2000		
RBTR03	Local	Active	04/01/2000		
WHTR01	Local	Active	05/01/2000		

4. For each Cost Center, enter the following information:

Cost Center Type Click the appropriate radio button. Choices are:

- **Building, Document, Other, Project, RWA (Reimbursable Work Order)**  
Accounting fields required for Labor Cost transfers. Depending on the Facility's auto loading and editing requirements, Cost Centers may be generated automatically as new codes become valid, and field input may be edited against customer supplied validity tables. The following fields are available for the 'Other' type Cost Center which allows entry in any field and requires that all Cost Center codes and description fields be completed.

- |                          |                        |
|--------------------------|------------------------|
| • <i>Fund Code</i>       | • <i>Document No.</i>  |
| • <i>Budget Activity</i> | • <i>Building No.</i>  |
| • <i>Organization</i>    | • <i>Project No.</i>   |
| • <i>Function Code</i>   | • <i>RWA No.</i>       |
| • <i>Labor Type</i>      | • <i>Work item No.</i> |

The screenshot shows the 'ETAMS Labor - Cost Center Detail' window. It contains the following fields and controls:

- Cost Center Type:** Radio buttons for Building (selected), Document, Other, Project, RWA, and Shared.
- Cost Center Code:** Text field with value 'MO0040ZZ'.
- Start Date:** Text field with value '04/01/2000'.
- End Date:** Empty text field.
- Active:** Radio buttons for Yes (selected) and No.
- Cost Center Description:** Text area with value 'U S COURT HOUSE; 811 GRAND AVE'.
- Category:** Dropdown menu with value 'G001 - Government Owned Program'.
- Filter:** Empty text field.
- Accounting:** Section containing:
  - Building No.:** Text field with value 'MO0040ZZ'.
  - Fund Code:** Text field with value '192X'.
  - Budget Activity:** Text field with value '61'.

At the bottom are buttons for Save, Close, Cancel, Print, and Copy.

When a Cost Center has been saved, all fields become read-only except for the Cost Center Description, Active indicator and the End Date fields. This example shows the format of the 'Other' type Cost Center where all accounting fields become available for coding.

- **Local** Accounting information is not stored for this Cost Center since accounting entries are not processed for Local Cost Centers.
- **Shared** Cost Centers are shortcuts for a group of other Cost Centers and may be set up to save time in filling out the Timecard. The Shared Cost Center code is dragged onto the Labor grid and a Function is assigned and hours recorded. When the data is extracted for the Labor Data Store, the Shared Cost Center time is replaced by the other Cost Centers, which make up the Share. This feature is for user convenience. There is no way to tell from the Data Store whether a user coded time using a Shared Cost Center, or actually coded separate lines to each of the individual Cost Centers referenced by the Share.

**ETAMS Labor - Cost Center Detail**

Cost Center Type: ☐ Building ☐ Document ☐ Other ☐ Project ☐ RWA ☒ Shared

Cost Center Code: ZR651032

Start Date: 07/06/2000

End Date:

Active: ☒ Yes ☐ No

Cost Center Description: PMC P0625103, GOVT OWNED, GSA OPERATED

Category:

Filter:

Shared Type: ☒ Building ☐ Document ☐ Local ☐ Other ☐ Project

Shared Cost Centers

	Cost Center	Percent	Comments
1	NE0036ZZ	10.000	
2	NE0051ZZ	10.000	
3	JA0105ZZ	10.000	
4	NE0032ZZ	10.000	
5	NE0056ZZ	10.000	
6	NE0063ZZ	10.000	
7	NE0531ZZ	10.000	
8	NE0018ZZ	10.000	
9	NE0035ZZ	10.000	
10	NE0532ZZ	10.000	

Total: 100.000 Remaining: .000

Buttons: Add, Delete, Save, Close, Cancel, Print, Copy

In the Shared Cost Center box, select each Cost Center that is referenced by the Share. The percent field refers to the percentage of total time charged to the Share, which is allocated to that line item. The total percentage must equal 100% for the Shared Cost Center to be saved.

Start Date Enter the Start Date associated with this Cost Center.

End Date Enter the End Date associated with this Cost Center, usually blank if active.

Active Select either Yes or No.

Category Select, from the drop-down list, the applicable Category for this Cost Center.

Volume Check this box if using Units for this Cost Center. (Not Shared Cost Centers)

Units If *Volume* is checked, select the applicable Units from the drop-down list.

Filter maximum of 4 characters (Optional: Enter the Filter code associated with this Cost Center. Note: A Filter is used as another means of grouping and sorting Cost Centers.)

Cost Center Code – (maximum 27 characters) which the User sees when logging Labor time.

Cost Center Description – Cost Center Definition. A short form appears in the Tool Tip on Labor screens.

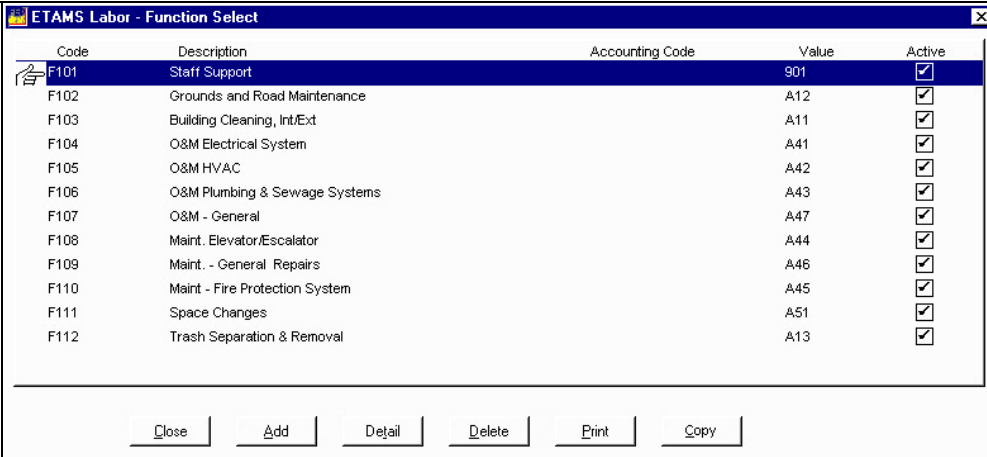
5. After visually verifying all entered data is correct, click the **Close** button to save the entries.

## Function Codes

Note: Cost Center and Function labels may vary by Agency.

To Enter Function Codes:

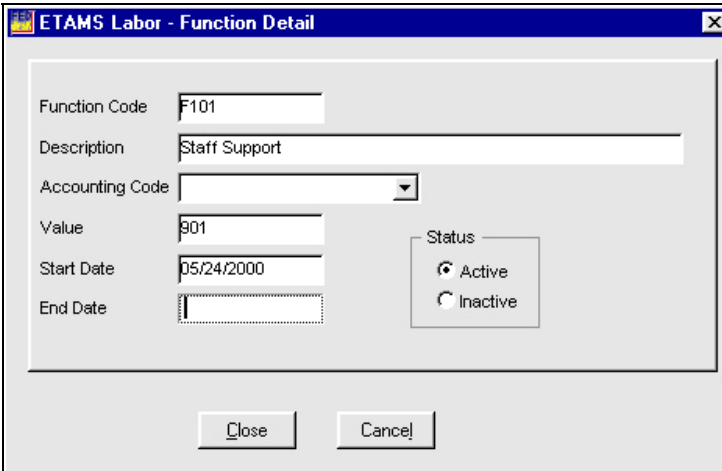
1. From the ETAMS Main Menu, click on the Maintenance menu, Labor/Functions.



Code	Description	Accounting Code	Value	Active
F101	Staff Support		901	<input checked="" type="checkbox"/>
F102	Grounds and Road Maintenance		A12	<input checked="" type="checkbox"/>
F103	Building Cleaning, Int/Ext		A11	<input checked="" type="checkbox"/>
F104	O&M Electrical System		A41	<input checked="" type="checkbox"/>
F105	O&M HVAC		A42	<input checked="" type="checkbox"/>
F106	O&M Plumbing & Sewage Systems		A43	<input checked="" type="checkbox"/>
F107	O&M - General		A47	<input checked="" type="checkbox"/>
F108	Maint. Elevator/Escalator		A44	<input checked="" type="checkbox"/>
F109	Maint. - General Repairs		A46	<input checked="" type="checkbox"/>
F110	Maint - Fire Protection System		A45	<input checked="" type="checkbox"/>
F111	Space Changes		A51	<input checked="" type="checkbox"/>
F112	Trash Separation & Removal		A13	<input checked="" type="checkbox"/>

Close Add Detail Delete Print Copy

2. Click **Add** to get a blank entry line.



Function Code: F101  
Description: Staff Support  
Accounting Code:   
Value: 901  
Start Date: 05/24/2000  
End Date:   
Status:   
☒ Active  
☐ Inactive

Close Cancel

3. For each Function, enter the following information:  
Code The Code that displays in the pick list for the Labor User to record Labor time.  
It can be a maximum of 8 characters.  
Description The definition which appears in the Tool tip box on the Labor screens.  
Accounting Code Used to identify the Cost Center accounting field which will be filled in with the Accounting Value below.  
Value Fill in this field if the Accounting Code is used to override an accounting field in the Cost Center.  
Active will automatically be checked. To 'Inactivate' the code, uncheck this box.
4. After visually verifying all entered data is correct, click the Close button to save the entries.

## Fixed Overhead Accounts

Fixed Overhead Accounts determine the coding sent to the Labor Data Store for generic Labor functions such as Supervision, General & Administrative time, and Extraordinary Leave.

Fixed Overhead account information can be set-up at the Employee, Team, Area or Facility level.

To Add a Fixed Overhead Account:

1. From the ETAMS Main Menu, click on the **Maintenance** menu, **Labor/Fixed Overhead**.

Eight (8) pre-defined Fixed Overhead accounts display:

- Add-On Rate Cost
- Comp. Time Cost
- Extraordinary Leave Cost
- G&A
- Indirect Costs
- Leave/Training Cost
- Post Employment Cost
- Supervision Cost

ETAMS Labor Fixed Overhead

Type: Facility Database: TH Train 3 Database

Left List:

- Add-On Rate Cost
- Comp. Time Cost
- Extraordinary Leave Cost
- G & A Cost
- Indirect Cost
- Leave/Training Cost
- Post Employment Cost
- Supervision Cost

Description: Maternity and Extended Sick Leave

Fields:

Fund Code: 633B Building No.:  
Budget Activity: Work Auth No.:  
Org Code: Project No.:  
Function Code: Type Labor:  
Document No.: extraord Work Item:

Buttons: Close Clear Print

2. For each Fixed Overhead account that is applicable:
  - a. Click on the desired Fixed Overhead account (in the left window) to have it selected (highlighted).

- b. At the Type field, select from the drop-down list, the level to which the Fixed Overhead account is to be applied. Valid options are:
- Employee (Select User if the Fixed Overhead applies to only certain employees within this Facility. After selecting User, click the drop-down to display the Facility's employees. Select the employee name and complete the necessary accounting information. Continue with this step until Fixed Overhead accounts have been established for all applicable employees.)
  - Team (Select Team if the Fixed Overhead applies to all employees within a specific Area and Team. Click the down arrow in the field to the right of 'Team' to display the complete Area/Team list and select the appropriate Area/Team. Complete the accounting information requested. Continue with this step until Fixed Overhead accounts have been established for all applicable Teams.)
  - Area (Select Area if the Fixed Overhead applies to all employees within a specific Area. Click the down arrow in the field to the right of 'Area' to display the complete list of Area numbers and select the appropriate Area. Complete the accounting information requested. Continue with this step until Fixed Overhead accounts have been established for all applicable Areas.)
  - Facility (Select Facility if the Fixed Overhead applies to all employees assigned to this Facility. Complete the accounting information requested.)
- c. Enter a 'Description' for the selected account complete the accounting information requested.
- The Fixed Overhead account fields are:
- *Fund Code*
  - *Budget Activity*
  - *Org Code*
  - *Function Code*
  - *Document No.*
  - *Building No.*
  - *Work Auth No.*
  - *Project No.*
  - *Type Labor*
  - *Work Item*
3. After visually verifying that all data is correct, click the Close button to save the entries.

## The Units Table

The Units Table is a system wide table maintained by the FEDdesk System Administrator in Kansas City. At the Facility level, this table is view only, but can be printed. When Unit measurements are needed for data collection that are not currently listed in the table, the Labor Administrator must contact the FEDdesk System Administrator to have the table modified. Requests for additional entries should be sent to the Labor Helpdesk (labor.helpdesk@gsa.gov). These new entries should be set up before the related 'Cost Centers' are added to the Cost Center table.

Units are tangible items that can be counted to measure the volume of work done for a certain period of time. Examples of Units would be boxes, square feet, square yards, files, applications, claims, payments, etc.

The *Description* of each Unit of measure used by the Labor application is listed in the table. The list becomes a dropdown list available on the Cost Center maintenance screen when Cost Centers are set up with the volume indicator checked.

The image shows two overlapping windows from the ETAMS Labor application. The background window is titled "ETAMS Labor - Units" and displays a list of unit descriptions: boxes, documents, files, pages, support calls, and work orders. The foreground window is titled "ETAMS Labor - Cost Center Detail" and contains the following fields:

- Cost Center Type:** Radio buttons for Building, Document, Other (selected), Project, RWA, and Shared.
- Cost Center Code:** Text field containing "ZR6".
- Start Date:** Text field containing "07/09/2001".
- End Date:** Empty text field.
- Active:** Radio buttons for Yes (selected) and No.
- Volume:** Checkmark is checked.
- Units:** Dropdown menu showing "support calls".
- Accounting:** Fields for Fund Code (192X), Budget Activity (61), Organization, Function Code, and Labor Type.
- Cost Center Description:** Text field containing "CS-Pegasys Install".
- Category:** Empty text field.
- Filter:** Empty text field.
- Document No., Building No., Project No., RWA No., Work Item No.:** Empty text fields.

Arrows indicate that the "support calls" unit from the Units table is being selected in the Cost Center Detail window's Units dropdown.

### III. REFERENCE

#### Example Cost Center Types

Following are examples of each Cost Center Type listed on the Cost Center Detail screen.

##### *Building Cost Center Type*

The screenshot shows the 'ETAMS Labor - Cost Center Detail' window. On the left, under 'Cost Center Type', the 'Building' radio button is selected. The 'Cost Center Code' field contains 'MO0040ZZ'. The 'Start Date' is '04/01/2000'. The 'End Date' is empty. The 'Active' indicator is set to 'Yes'. The 'Cost Center Description' field contains 'U S COURT HOUSE, 811 GRAND AVE'. The 'Category' dropdown is set to 'G001 - Government Owned Program'. The 'Filter' field is empty. In the 'Accounting' section, 'Building No.' is 'MO0040ZZ', 'Fund Code' is '192X', and 'Budget Activity' is '61'. At the bottom are buttons for 'Save', 'Close', 'Cancel', 'Print', and 'Copy'.

- Select the Cost Center Type of **Building**.
- The **Cost Center Description** becomes the building name and address and shows up as the Tool Tip for this Cost Center.
- The **Start Date** is the current date.
- The **Active** indicator is set to 'Yes'.
- **Category** and **Filter** fields are optional.
- When the **Building Number** field is filled in, the building number is edited against the NEAR Building validity table.
- If the Building Number field is valid, the Building Number automatically becomes the **Cost Center Code**.
- **Fund Code** is set to Facility default value and can be changed.
- **Budget Activity** is set to 61.

## Document Cost Center Type

ETAMS Labor - Cost Center Detail

Cost Center Type

- ☐ Building
- ☒ Document
- ☐ Other
- ☐ Project
- ☐ RWVA
- ☐ Shared

Cost Center Code: ZR6

Start Date: 07/09/2001

End Date:

Active

- ☒ Yes
- ☐ No

Cost Center Description: Document ABC123

Category:

Filter:

Volume ☒ Units: pages

Accounting

Document No.: ABC123

Fund Code: 192X

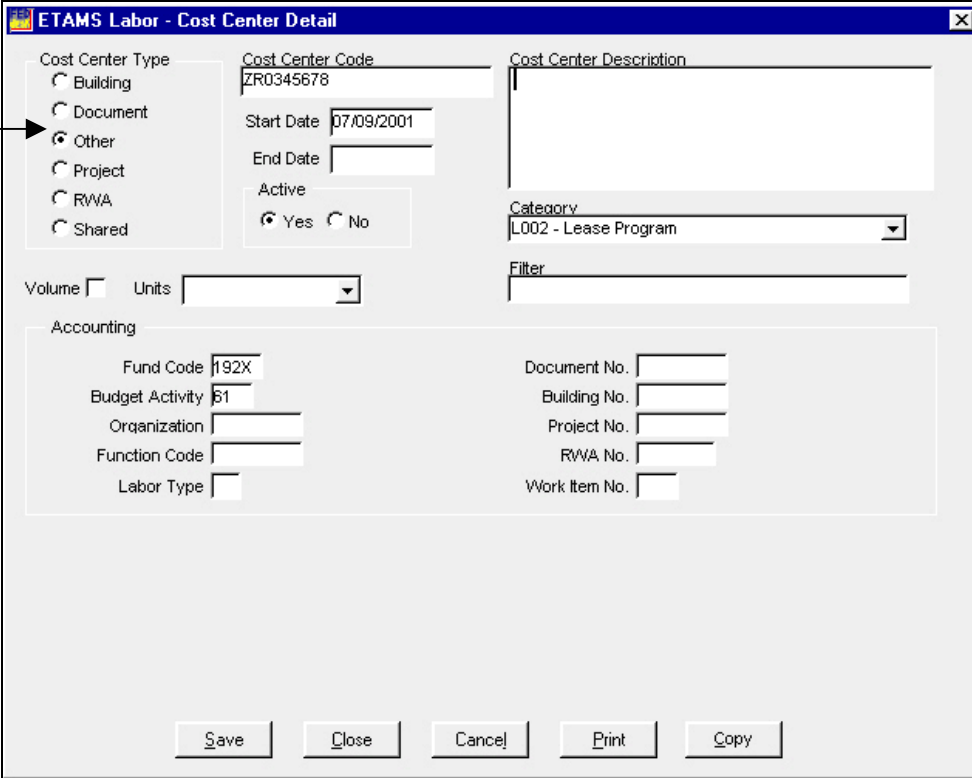
Budget Activity: 61

Save Close Cancel Print Copy

- Select the Cost Center Type of **Document**. This is a miscellaneous Cost Center Type which only changes the Document Number field. It can also be used for overhead codes.
- The **Cost Center Code** must be filled with a unique name. If nothing is coded, it will be set to the Document No. field value.
- The **Cost Center Description** becomes the Tool Tip for this Cost Center.
- The **Start Date** is the current date
- The **Active** indicator is set to 'Yes'.
- **Volume and Units** may be filled in if volumes are to be collected.
- **Category** and **Filter** are optional and left blank. They may be filled in.
- The **Document Number** field is 8 characters long. It must be completely filled or padded with Xs.
- **Fund Code** is set to Facility default value and can be changed.
- **Budget Activity** is set to 61.

### *Other Cost Center Type*

All fields are available. No editing is done. Default values may be changed.



The image shows a screenshot of the "ETAMS Labor - Cost Center Detail" window. The window has a title bar with the text "ETAMS Labor - Cost Center Detail" and a close button. The main area is divided into several sections. On the left, there is a "Cost Center Type" section with radio buttons for "Building", "Document", "Other", "Project", "RWVA", and "Shared". The "Other" radio button is selected, and an arrow points to it from the left. To the right of this section, there is a "Cost Center Code" field with the value "ZR0345678", a "Start Date" field with the value "07/09/2001", an "End Date" field, and an "Active" section with radio buttons for "Yes" (selected) and "No". Further right is a "Cost Center Description" text area. Below the "Cost Center Type" section, there is a "Volume" checkbox and a "Units" dropdown menu. To the right of this is a "Category" dropdown menu with the value "L002 - Lease Program" and a "Filter" text field. At the bottom of the window, there is an "Accounting" section with two columns of fields. The left column includes "Fund Code" (192X), "Budget Activity" (61), "Organization", "Function Code", and "Labor Type". The right column includes "Document No.", "Building No.", "Project No.", "RWVA No.", and "Work Item No.". At the very bottom of the window, there are five buttons: "Save", "Close", "Cancel", "Print", and "Copy".

Cost Center Type		Cost Center Code	Cost Center Description
<input type="radio"/> Building		ZR0345678	
<input type="radio"/> Document		Start Date: 07/09/2001	
<input checked="" type="radio"/> Other		End Date:	
<input type="radio"/> Project		Active: <input checked="" type="radio"/> Yes <input type="radio"/> No	
<input type="radio"/> RWVA			Category: L002 - Lease Program
<input type="radio"/> Shared			Filter:

Accounting	
Fund Code: 192X	Document No.:
Budget Activity: 61	Building No.:
Organization:	Project No.:
Function Code:	RWVA No.:
Labor Type:	Work Item No.:

Buttons: Save, Close, Cancel, Print, Copy

## Project Cost Center Type

ETAMS Labor - Cost Center Detail

Cost Center Type

☐ Building

☐ Document

☐ Other

☒ Project

☐ RWA

☐ Shared

Cost Center Code

Start Date 07/09/2001

End Date

Active

☒ Yes ☐ No

Cost Center Description

Category

G001 - Government Owned Program

Filter

Accounting

Project No. 123456

Building No.

RWA No.

Fund Code 192X

Budget Activity 61

Save Close Cancel Print Copy

- Select the Cost Center Type of **Project**.
- The **Cost Center Description** becomes the Project name and show up as the Tool Tip for this Cost Center.
- The **Start Date** is the current date
- The **Active** indicator is set to 'Yes'.
- **Category** and **Filter** are optional and left blank. They may be filled in.
- Cursor is set to **Project Number** field. When this is filled in, the cursor moves to the building number.
- **Building Number** is filled in and both fields are edited against the NEAR validity tables.
- If the Building Number and the Project Number fields are valid, the **Cost Center Code** automatically becomes the Building Number + / + Project Number.
- The associated **RWA** Number may be filled in.
- **Fund Code** is set to Facility default value and can be changed.
- **Budget Activity** is set to 61.

## RWA Cost Center Type

**ETAMS Labor - Cost Center Detail**

Cost Center Type:  
☐ Building  
☐ Document  
☐ Other  
☐ Project  
☒ RWA  
☐ Shared

Cost Center Code:

Start Date: 07/09/2001  
End Date:

Active:  
☒ Yes ☐ No

Cost Center Description:  
Painting - White House

Category:  
R003 - Reimbursable Program

Filter:

Accounting:  
RWA No.   
Building No.   
Fund Code: 192X  
Budget Activity: 61

Buttons: Save, Close, Cancel, Print, Copy

- Select the Cost Center Type of **RWA**.
- The **Cost Center Description** becomes the RWA name.
- The **Start Date** is the current date
- The **Active** indicator is set to 'Yes'.
- **Category** and **Filter** fields are optional.
- Cursor is set to **RWA Number** field. When this is filled in, the cursor moves to the Building Number field.
- If the RWA field passes RWA check digit logic but is not set up in the accounting system, the RWA will be accepted, but the description will need to be manually completed.
- **Building Number** is filled in and both fields (RWA No. and Building No.) are edited against the NEAR validity tables.
- If the Building Number and RWA Number fields are valid, the **Cost Center Code** automatically becomes the Building Number + / + RWA Number.
- **Fund Code** is set to the Facility default value and can be changed.
- **Budget Activity** is set to 61. This will be changed in the accounting system.

## Shared Cost Center Type

**ETAMS Labor - Cost Center Detail**

Cost Center Type: ☒ Building ☐ Document ☐ Other ☐ Project ☐ RWA ☒ Shared

Cost Center Code: ZR651032

Start Date: 07/06/2000

End Date:

Active: ☒ Yes ☐ No

Cost Center Description: PMC P0625103, GOVT OWNED, GSA OPERATED

Category:

Filter:

Shared Type: ☒ Building ☐ Document ☐ Local ☐ Other ☐ Project

Add

Delete

Shared Cost Centers	Cost Center	Percent	Comments
1	NE0036ZZ	10.000	
2	NE0051ZZ	10.000	
3	AA0105ZZ	10.000	
4	NE0032ZZ	10.000	
5	NE0056ZZ	10.000	
6	NE0063ZZ	10.000	
7	NE0531ZZ	10.000	
8	NE0018ZZ	10.000	
9	NE0035ZZ	10.000	
10	NE0532ZZ	10.000	

Total: 100.000 Remaining: .000

Save Close Cancel Print Copy

- Select the Cost Center Type of **Shared**.
- The **Cost Center Code** should be keyed in with a unique value. (For PBS Auto Load Facilities, the code will start with a Z + region + a manually entered number.)
- The **Cost Center Description** shows up as the Tool Tip for this Cost Center.
- The **Start Date** is the current date
- The **Active** indicator is set to 'Yes'.
- Individual Cost Center lines must be selected from previously created Cost Centers. The type of Share will bring up a select list of valid Cost Centers of the same type.
- The percentages assigned to each line will determine the proportion of time allocated to each part of the share when base Cost Centers are extracted for the Labor Cost Data Store. Percentages must total 100%.
- Shared Cost Centers are used when work shares a number of Cost Centers instead of just a single Cost Center.

## Labor Reports

The following Labor Reports are Available from ETAMS.

<b><u>Figure</u></b>	<b><u>Reports</u></b> Available from the Reports Menu	<b>Labor Employee</b>  Available from: <b>Labor Summary</b> <b>Labor Detail</b> <b>Labor Default</b>	<b>Timekeeper &amp; Certifier</b>  Available from: <b>Employee Select</b>	<b>Labor Administrator</b>  Available from: <b>Maintenance Menu</b>
1	Employee Labor Default Schedule	•		
2	Employee Favorite Cost Centers & Functions	•		
3	Employee Pay Period Labor Summary	•		
4	Employee Pay Period Labor Detail	•		
5	Labor Default Schedule by Employee		•	
6	Labor Default Schedule Total by Craft Code		•	
7	Labor Default Schedule Employee Total		•	
8	Labor Summary Hours by Employee		•	
9	Labor Summary Hour Total by Craft Code		•	
10	Labor Default Summary Hour Employee Total		•	
	<b><u>Reports</u></b> Available from the Reports Menu			
	Labor Functions			•
	Labor Cost Center Summary Report			•
	Labor Cost Center Detail Report – All Entries			•
	Labor Cost Center Detail Report – Single Entry			•
	Labor Cost Center Categories			•
	Labor Fixed Overhead			•

The following reports are available to all Labor Users and may be printed from the “Reports” menu on Labor Summary, Labor Detail, and Labor Default screens:

- **Employee Labor Default Schedule Report** includes the Labor Default Cost Centers and Functions, the percentage of time and Base Schedule hours. Base Schedule exception codes and hours are printed below the Labor Default.
- The **Employee Favorite Cost Centers & Functions Report** allows the employee to print out the detail Cost Center and Function information on any Cost Center Codes in the Facility that might be used.
- **Employee Pay Period Labor Summary Report** can be generated from the print button on the Labor Summary Screen. Cost Centers and Functions logged for the pay period are listed with total hours and percentage of time worked. Timecard Exception Codes and hours are also summarized
- **Employee Pay Period Labor Detail Report** prints the employee labor Cost Centers and Functions and Exception Codes by day.

The following reports are available to Timekeepers, Certifiers and Facility Coordinators who have access to multiple Timecards from the Timecard Select Screen. These reports may be printed from the “Reports” menu. Once a report is selected, the Area/Team select screen will display to request the employee group for printing.

- **Labor Default Schedule by Employee Report** is identical to the Employee Labor Default Schedule report. It prints a separate page for each employee in the selected Area or Team.
- **Labor Default Schedule Total by Craft Code Report** totals the default hours allocated to each Cost Center and Function by craft code and prints a separate page for each craft code within the select Area or Team.
- **Labor Default Schedule Employee Total Report** totals the default hours allocated to each Cost Center and Function for the selected Area or Team and prints a single report identifying the percentage of time for the group allocated to each job.
- **Labor Summary Hours by Employee** prints the Employee Summary Hours report for each employee within the selected Area and Team. A separate page is printed for each employee.
- **Labor Summary Hour Total by Craft Code** totals the hours worked on each Cost Center and Function by craft code and prints a separate page for each craft code.
- **Labor Default Summary Hour Employee Total** sums up the hours worked on each Cost Center and Function for the selected Area or Team and prints a single report of the totals.

The following reports may be printed using the “Reports” or “Print” buttons on the Labor Function, Cost Center, Category and Fixed Overhead maintenance screens available to Labor Administrators from the Maintenance/Labor Menu:

- **Labor Functions:** Includes the Function codes, description and accounting field and value to be passed in Labor accounting transactions.
- **Labor Cost Center Summary Report:** Lists all Cost Centers available to the Facility with start and stop dates.
- **Labor Cost Center Detail Report - All Entries:** Lists all Cost Centers available to the Facility and includes the values to be passed to the accounting system in Labor accounting transactions.
- **Labor Cost Center Detail Report - Single Entry:** Lists one Cost Center, description, dates, Cost Center type and accounting values.
- **Labor Cost Center Categories:** Lists all Categories available for the Facility
- **Labor Fixed Overhead:** Lists the values which will be passed to the data store and/or accounting system when any of the following costs are incurred. The values can be set at the employee/Area/Team/or Facility level.
- **Add-On Rate Cost (e.g. Uniform/Parking Allowance)** – not currently used
  - Comp Time Cost** – included in the multiplier
  - Extraordinary Leave Cost**
  - G&A Cost**
  - Indirect Cost** – not currently used
  - Leave/Training Cost** – included in the multiplier
  - Post Employment Cost** – not currently moved from payroll classification
  - Supervision**
- **Auto Loaded/Deleted Cost Centers & Functions:** Lists new Buildings and Functions Loaded and Invalid Codes Dropped.
- **Employee Defaults with Invalid Codes:** Lists Employees with obsolete NEAR codes that have been marked “Invalid”.

## Sample Reports:

GSA Version 4.1		<b>ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM</b> Contains Privacy Data PL93-579 Privacy Act <b>Labor - Default</b>		5/16/2001 1:55:54 PM Page 1 of 1
Pay Period 14 1998 06/21/1998 - 07/04/1998		Employee: AUSTIN, KAREN		
SSN: 222222222		Area/Team: 15/01	Craft Code:AA	
<b>Cost Center</b>	<b>Function</b>		<b>Percent</b>	<b>Hours</b>
RBTR03	F101	Cleaning - General	50.00	18.0
RBTR03	F107	O&M - General	25.00	9.0
RBTR03	F109	Maint. - General Repairs	25.00	9.0
<b>Total:</b>				36.0
<b>Exception Code</b>			<b>Percent</b>	<b>Hours</b>
01 Regular Scheduled Hours			100.00	36.0
<b>Total:</b>				36.0

Figures 1 & 5 - Employee Default Schedule

GSA Version 4.1		<b>ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM</b> Contains Privacy Data PL93-579 Privacy Act <b>Labor - Summary</b>		5/16/2001 1:56:24 PM Page 1 of 1
Pay Period 14 1998 06/21/1998 - 07/04/1998		Employee: AUSTIN, KAREN		
SSN: 222222222		Area/Team: 15/01	Craft Code:AA	
<b>Cost Center</b>	<b>Function</b>		<b>Percent</b>	<b>Hours</b>
G & A	F109	Maint. - General Repairs	4.17	1.0
RBTR03	F101	Cleaning - General	47.92	11.5
RBTR03	F107	O&M - General	23.96	5.8
RBTR03	F109	Maint. - General Repairs	23.96	5.8
<b>Total:</b>				24.0
<b>Exception Code</b>			<b>Percent</b>	<b>Hours</b>
01 Regular Scheduled Hours			150.00	36.0
40 Annual Leave			-50.00	-12.0
<b>Total:</b>				24.0

Figures 3 & 8 - Employee Summary Hours

GSA Version 4.1		<b>ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM</b> Contains Privacy Data PL93-579 Privacy Act <b>Labor - DEFAULT by Craft Code</b>		5/16/2001 1:52:01 PM Page 1 of 1
Pay Period 14 1998 06/21/1998 - 07/04/1998		Craft Code:BB		Area/Team:15/01
<b>Cost Center</b>	<b>Function</b>		<b>Percent</b>	<b>Hours</b>
RBTR03	F104	O&M Electrical System	10.00	16.0
RBTR03	F105	O&M HVAC	10.00	16.0
RBTR03	F109	Maint. - General Repairs	30.00	48.0
WHTR01	F111	Space Changes	25.00	40.0
WHTR01	F112	Trash Separation & Removal	25.00	40.0
<b>Total:</b>				160.0
<b>Exception Code</b>			<b>Percent</b>	<b>Hours</b>
01 Regular Scheduled Hours			100.00	160.0
<b>Total:</b>				160.0

Figures 6 & 7 - Labor Default Profiles by Craft Code or Area/Team

GSA Version 4.1		<b>ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM</b> Contains Privacy Data PL93-579 Privacy Act <b>Labor - Summary Total</b>		5/16/2001 1:57:15 PM Page 1 of 1
Pay Period 14 1998 06/21/1998 - 07/04/1998		Area/Team: 15/01		
<b>Cost Center</b>	<b>Function</b>		<b>Percent</b>	<b>Hours</b>
CAMTR4	F104	O&M Electrical System	6.06	16.0
CAMTR4	F105	O&M HVAC	6.06	16.0
CAMTR4	F108	Maint. Elevator/Escalator	6.06	16.0
CAMTR4	F109	Maint. - General Repairs	6.06	16.0
CAMTR4	F110	Maint. - Fire Protection System	6.06	16.0
G & A	F109	Maint. - General Repairs	0.38	1.0
RBTR03	F101	Cleaning - General	4.36	11.5
RBTR03	F104	O&M Electrical System	6.06	16.0
RBTR03	F105	O&M HVAC	6.06	16.0
RBTR03	F107	O&M - General	2.18	5.8
RBTR03	F109	Maint. - General Repairs	20.36	53.8
WHTR01	F111	Space Changes	15.15	40.0
WHTR01	F112	Trash Separation & Removal	15.15	40.0
<b>Total:</b>				264.0
<b>Exception Code</b>			<b>Percent</b>	<b>Hours</b>
01 Regular Scheduled Hours			104.55	276.0
40 Annual Leave			-4.55	-12.0
<b>Total:</b>				264.0

Figures 9 & 10 – Labor Summary Hours by Craft Code or Area/Team

## Checklist: Setting Up a Labor Facility

✓	Task	Responsible Person			
		Labor User	Labor Administrator	Facility Coordinator	GSA Finance
ETAMS User Validation - 60 to 90 days before start					
	1. Verify all required personnel are loaded in ETAMS. (GSA can do Task 11, 12 and 13 at Customer Direction.)			•	•
	2. Verify/assign all user NT UserID's & Passwords			•	✓
	3. Setup Facility/Area/Team roles and permissions for ETAMS/Labor <ul style="list-style-type: none"><li>• Certifiers should access their Timecard for posting labor but not for certifying Time and Attendance.</li><li>• Certifiers should not view other certifier's Timecards depending on office policy.</li></ul>			•	
	4. Audit ETAMS against Payroll System for valid personnel information			•	✓
Facility Setup – 45 to 60 days before start					
	5. Load Fixed Overhead Cost Center Accounting Defaults		•		
	6. Auto load Cost Centers from Accounting or Other Source Files				•
	7. Auto load Functions from Accounting or Other Source Files				•
	8. Preload Other Required Cost Centers		•		
	9. Preload Other Required Functions		•		
	10. Preload Shared Cost Centers for Common Use		•		✓
Individual User Setup – 7 to 30 days before start					
	11. Set Up Users as Labor Employees: G - General & Administrative Employees I - Indirect Labor D - Direct Labor Y - Employee is a Labor employee N – Employee is not a Labor employee			•	✓
	12. Set Multiplier Value and Extraordinary Leave Setting for all Labor Employees			•	✓
	13. Force all Labor Default schedules to appropriate overhead Cost Center and Function			•	✓
Individual User Setup		Timekeepers can do User setup			
	14. Create Additional Unique Shared Cost Centers		•		
	15. Load Favorite Cost Centers and Functions	•	✓		
	16. Load Users' Assigned Default Schedules	•	✓		

Legend: • , Primary Responsibility ✓ Provides Assistance

# ETAMS Schedule

July 2001

WEEK 1 SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	EFT PAYDAY FRIDAY	SATURDAY
<i>Hawaii Exception: ( See Note 2b)</i>	<b><i>Timecards and Labor Records Are Collected Today</i></b>  BEFORE 11AM  <b>Timecards</b> Sign Timecards and Review Labor Records (See Notes 1-5)  <b>Base Schedules</b> Sign Base Schedules, if necessary (See Note 3)	STAY OUT OF ETAMS  ALL DAY  TODAY  <i>(Exception: See Note 2a)</i>	STAY OUT OF ETAMS  ALL DAY  TODAY		Leave Balances and Payroll Corrections Can Now Be Reviewed  ANYTIME  <b>Payroll Corrections</b> Review Corrections (See Note 7)	
WEEK 2 SUNDAY	MONDAY	TUESDAY	PAYDAY WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			<i>Hawaii Exception: ( See Note 2c)</i>	<b><i>Amendments Are Collected Today</i></b>  BEFORE 11AM  <b>Amendments</b> Sign Amendments (See Notes 1, 4, 5, 6)		

**NOTES:** For detailed instructions on any of these procedures, refer to the 'How to' section in on-line Help.

1. THE DEADLINE FOR SIGNING TIMECARDS AND AMENDMENTS IS 11 AM (LOCAL TIME). (See Note 2 for Exceptions)
2. Exceptions to Collecting Timecards and Labor records:
  - (a) Holiday - When there is a Holiday on Monday of Week 1, the deadline for collection of Timecards is 11AM on Tuesday after the Holiday.  
The rest of this schedule remains the same.
  - (b) Hawaii - Hawaii Facilities must have Timecards ready for collection by COB Sunday, Week 1.
  - (c) Hawaii - Hawaii Facilities must have Amendments ready for collection by COB Wednesday, Week 2.
3. Certification must take place before the Timecard and Labor records can be collected. If a Timecard is not signed, the signed Base Schedule and Labor Default is collected in lieu of the current Timecard and Labor record. The unsigned Timecard and Labors record move to Amendments.
4. Signed Timecards and Amendment records that are modified, before collection, become unsigned. These records must be certified again.
5. Timecards, Labor records and Amendments can be Reviewed and Signed anytime BEFORE the 11AM pick-up. The Timekeeper will contact you when the records are ready.
6. Certification must occur before an Amendment can be collected. All Amendments that are signed will be collected and any Amendment not Signed by the deadline will remain in the file until certification occurs.
7. Payroll Corrections are returned from Payroll whenever Payroll makes a change to a record that has been submitted. **The Certifier and the Timekeeper** should review this change. If any Payroll Correction is in error, the Timekeeper should submit an Amendment.



## IV. COURSE REVIEW

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Labor Tables

Fill in the blanks:

1. What five tables are created for the Labor feature?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

Using the Tables list above, name the table(s) referenced in each statement. You may use a Table name more than once.

2. Which one of the Labor tables is a system wide table that is set up and maintained by the GSA Finance Department? \_\_\_\_\_

3. Which two Labor tables are accessed when an employee creates his 'Favorites' lists?

\_\_\_\_\_

4. Which table is the primary Labor key for categorizing work? This table can list projects, customers, or some other representation for data collection.

\_\_\_\_\_

5. Which table defines the settings for generic Labor costs, such as Training or Supervision.

\_\_\_\_\_

6. Which table is used to group or classify Cost Centers for report purposes?

\_\_\_\_\_

7. This table normally refers to the type of work being performed, such as administrative, contract management, etc.
- 

8. The parameters set up in this table can be defined for each employee, a specific Area and or Team, or for the entire Facility.
- 

9. The entries in these two tables can either be '*Active*' or '*Inactive*'.
- 

10. This table cannot be modified at the Facility level. \_\_\_\_\_

## V. COURSE EVALUATION

Course Title: \_\_\_\_\_

Date \_\_\_\_\_ Location \_\_\_\_\_

Instructor(s) \_\_\_\_\_

Please mark your response to the statements below using these codes:

- |                       |                   |
|-----------------------|-------------------|
| 1 - Poor              | 4 - Above Average |
| 2 - Needs Improvement | 5 - Very Good     |
| 3 - Satisfactory      | 6 - Excellent     |

### Course Content

- \_\_\_\_\_ 1. The course was well organized.
- \_\_\_\_\_ 2. The topics discussed held my attention.
- \_\_\_\_\_ 3. Class time was used effectively.
- \_\_\_\_\_ 4. The course outline was easy to follow.
- \_\_\_\_\_ 5. The course materials were helpful.
- \_\_\_\_\_ 6. The material covered was relevant to my duties.
- \_\_\_\_\_ 7. The course material was presented at a level that I understood.

### Job Performance

- \_\_\_\_\_ 8. This course has increased my T&A record processing knowledge.
- \_\_\_\_\_ 9. I feel comfortable with ETAMS now that I have attended this course.

### Instructor Evaluation

- \_\_\_\_\_ 10. The instructor was well organized.
- \_\_\_\_\_ 11. The instructor was knowledgeable about the topic.
- \_\_\_\_\_ 12. The instructor communicated ideas effectively.
- \_\_\_\_\_ 13. The instructor was available for questions.

Please comment on each question below.

14. Which topic(s) would you like to have discussed in more detail?

15. What were the strong points of the class?

16. What were the weak points of the class?